

**\*\*\*\*\*PLEASE DO NOT MAIL OR HAND DELIVER APPLICATIONS; APPLICATIONS WILL ONLY BE ACCEPTED ONLINE OR BY FAX (please see the "How To Apply" section for details)\*\*\*\*\***

**Department:**

Department Of Veterans Affairs

**Agency:**

Department of Veterans Affairs

**Job Announcement Number:**

MP-09-0304-SJ

**Job Title:** Supervisory Program Specialist (Privacy Act Officer)

**Salary Range:** 59,309.00 - 92,409.00 USD /year

**Series & Grade:** GS-0301-11/12

**Promotion Potential:** 12

**Open Period:** Friday, September 04, 2009  
to Friday, September 11, 2009

**Position Information:** Full Time Agency Employees Only

**Duty Locations:** 1 vacancy - Portland, OR

**Who May Be Considered:** Limited to career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent ployees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

**Job Summary:**

**WHO WE ARE**

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

"To care for him who shall have borne the battle and for his widow and his orphan."

—Abraham Lincoln

**ANNOUNCEMENT NUMBER: MP-09-0304-SJ**

**VACANCY ID: VS284061**

**POSITION TITLE: Supervisory Program Specialist (Privacy Act Officer)**

## **WORK SCHEDULE: Full Time**

### **Key Requirements:**

- Applicants must meet eligibility requirements within 60 days of closing.
- US Citizenship is required.
- Higher level background check may be required.
- Announcement open to facility employees only.
- This position is excluded from the bargaining unit.

### **Major Duties:**

Duties include analyzing requests; developing and making disclosure decisions; processing Freedom of Information Act (FOIA)/Privacy Act (PA) requests, maintaining a database of FOIA requests throughout the year, providing FOIA reports to the Director of Information Management, and an annual FOIA report to VA Central Office (VACO) and other activities to Veterans Health Administration (VHA) and coordination with the Regional Counsel. Incumbent is responsible for conducting PA/Health Insurance Portability and Accountability Act (HIPAA) training for staff. Incumbent provides managers with advice and assistance on matters related to the development of plans, strategies, policies, initiatives of program improvements necessary to accomplish health information privacy mandates effectively and efficiently. Incumbent keeps abreast of new developments affecting programs or activities related to the promotion or administration of privacy of health information required by Regulations 45 CFR, Parts 160 and 164. Works closely with the Compliance Officer in compliance with the HIPAA privacy, security and electronic data interchange of Protected Health Information (PHI) as it applies to individual rights, use, and disclosure. Maintains compliance with the federal and state laws related to privacy, security, confidentiality, and protection of individually identifiable health information.

The incumbent supervises support staff and is directly responsible for establishing employees work shifts, developing duty assignments and assigning work, reviewing subordinates work, evaluating employee performance and behavior, initiating appropriate corrective and disciplinary actions, recommending staffing changes, scheduling and approving leave, and maintaining attendance records, coordinating operations, priorities and procedures, resolving employee problems and complaints, and providing instructions, guidance and direction to the Release of Information (ROI) staff under his/her direct supervision.

### **Qualifications:**

**GS-11:** Applicants must have at least one year of specialized experience at or above the GS-9 grade level in Federal Service (or equivalent). Specialized experience includes work as a program specialist, special assistant, program analyst, or similar position working in the release of information office or privacy office, or in a similar department in a medical center or hospital. Duties may have included entering data into a national release of information database, researching documents in response to requests, documenting requests, researching applicable rules regarding requests, maintaining a log for tracking whether or not employees have taken the privacy training and following up with those who are passed due, assisting with providing documents and/or records to regional counsel, and communicating with select employees, patients and general public regarding the rules and regulations of the privacy act and freedom of information act.

**OR** Applicants must possess a Ph.D. or equivalent doctoral degree from an accredited college or university;

**OR** 3 full years of progressively higher level graduate education leading to such a degree from an accredited college or university OR LL.M., if related. Please Note: When using education to qualify, TRANSCRIPTS must be provided.

**GS-12:** Applicants must have at least one year of specialized experience at or above the GS-11 grade level in the Federal Service, or its equivalent. Specialized experience includes work as an information security officer, privacy officer, release of information officer or similar position in a medical center or hospital. Duties may have included maintaining a national release of information database, determining which documents/records are legally protected, providing timely documents/records to regional counsel, and communicating with all echelons of an organization concerning the rules and regulations of the privacy act and freedom on information act.

*Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.*

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html) . All education claimed by applicants will be verified by the appointing agency accordingly.

**FOREIGN EDUCATION REQUIREMENTS:** To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specialized in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

### ***Important Notes:***

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

### **How You Will Be Evaluated:**

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The required knowledge, skills and abilities covered in the online assessment questionnaire for this position are:

1. Knowledge with duties including analyzing requests, developing and making disclosure decisions.
2. Process FOIA/PA requests and maintaining a FOIA request database.
3. Ability to provide detail reports upon request and HIPAA training for staff.
4. Ability to supervise multiple staff in a diverse, time urgent environment.
5. Experience providing information and maintaining contacts with VA Regional Counsel, attorney's, veterans, their families, State offices, funeral homes, community hospitals, other VA Medical Centers.

**CAUTION:** Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

## **Benefits:**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

The Federal Government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most federal employees: <http://www.usajobs.opm.gov/ei61.asp>

## **How To Apply:**

Use the following link to apply online: <http://jobview.usajobs.gov/GetJob.aspx?OPMControl=1672336>

Please submit the following items:

### **Portland VA Medical Center Employees must submit:**

1. VA 5-4078 Application for Promotion or Reassignment OR resume

2. Assessment Questionnaire
3. Other documents listed under the "Required Documents" section

All materials must be received by 11:59 p.m. Eastern Time on Friday, September 11, 2009 to be considered. Please click [here](#) to apply online using Application Manager. (You may also fax your application if you cannot apply online. Mailed or emailed documents are not accepted.) Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete. The Vacancy Identification Number is **VS284061**, you will need to enter this after you log onto Application Manager or if you're applying by fax you will need to enter this number on the fax cover page.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

### ***Option A: Online (Preferred Method)***

1. Click [here](#) to go to Application Manager.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in Application Manager's "My Application Package" window to see the status of your application, including any messages that may have been sent to you.

### ***Option B: Fax***

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You may print a copy of the form at this web address: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf). You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.
3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf>. Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM

- Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.
  3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS284061).

### ***Instructions for completing the OPM Form 1203-FX / online questions:***

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

If you're submitting by fax only (and not completing the Online Questionnaire online) use the below information to complete a hard copy OPM Form 1203-FX.

#### **Social Security Number**

#### **Vacancy Identification Number**

Please include the Vacancy ID (VS284061) in the space provided.

##### **1. Title of Job**

Supervisory Program Specialist (Privacy Act Officer)

##### **2. Biographic Data**

##### **3. E-Mail Address**

##### **4. Work Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

##### **5. Employment Availability**

##### **6. Citizenship**

Are you a citizen of the United States?

##### **7. Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

##### **8. Other Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

##### **9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

##### **10. Lowest Grade**

11

12

**11. Miscellaneous Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**12. Special Knowledge**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**14. Veteran Preference Claim****15. Dates of Active Duty - Military Service****16. Availability Date****17. Service Computation Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**19. Job Preference**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**20. Occupational Specialties**

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to you and what you are applying for (promotion, VRA appointment, etc.):

001 Supervisory Program Specialist

**21. Geographic Availability**

1371 Portland, OR

**22. Transition Assistance Plan****23. Job Related Experience****24. Personal Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**25. Occupational/Assessment Questions:**

1. Which of the following statements best describes your education and/or experience which qualifies you for the Supervisory Program Specialist position at the GS-11 level? Select only one response.

A. I have a Ph.D. or equivalent doctoral degree or three (3) full years of progressively higher level graduate education leading to such a degree or an LL.M., if related to the Supervisory Program Specialist position which provided me with the knowledge, skills, and abilities necessary to do the work of this position as described in the major duties section of this vacancy. Remember, transcripts are required when using education to qualify.

B. I have at least one (1) full year of specialized experience (equivalent to at least the GS-9 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as a program specialist, special assistant, program analyst, or similar position working in the release of information office or privacy office in a medical center or hospital. Duties may have included entering data into a national release of information database, researching documents in response to requests, documenting requests, researching applicable rules regarding requests, maintaining a log for tracking whether or not employees have taken the privacy training and following up with those who are passed due, assisting with providing documents and/or records to regional counsel, and communicating with select employees, patients and general public regarding the rules and regulations of the privacy act and freedom of information act. This experience was equivalent to at least the GS-9 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

C. I have a combination of graduate education as described in "A" and specialized experience as described in "B" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

D. I do not have the experience or education described in either "A", "B" or "C".

2. Which of the following statements best describes your education and/or experience which qualifies you for the Supervisory Program Specialist position at the GS-12 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-11 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as an information security officer, privacy officer, release of information officer or similar position in a medical center or hospital. Duties may have included maintaining a national release of information database, determining which documents/records are legally protected, providing timely documents/records to regional counsel, and communicating with all echelons of an organization concerning the rules and regulations of the privacy act and freedom of information act. This experience was equivalent to at least the GS-11 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

B. I do not have the experience described in either "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have



trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

3. Knowledge of the components of a Privacy Act Request and a Freedom of Information Act (FOIA) Request.

4. Knowledge of components that make up a proper Health Insurance Portability and Accountability Act (HIPAA) request.

5. Determines disclose restrictions.

6. Knowledge of Privacy and FOIA Laws.

7. Properly maintains the National Release of Information (ROI) database.

8. Determines which documents/records are legally protected.

9. Uses ROI National Software to produce reports for veterans, medical center leadership, VISN and Central Office.

10. Communicates the Federal Confidentiality Statutes with staff.

11. Supervises staff from different backgrounds.

12. Prioritizes workload to respond to urgent requests.

13. Ensures staff members respond to inquiries in a timely manner.

14. Provides timely documents/records to Regional Counsel.

15. Communicates with many different agencies, family members, Regional Counsel and other VA medical Center employees.

16. Provides in-services concerning Privacy/FOIA laws to employees at Portland VA Medical Center.

### **Required Documents:**

**APPLICANT CHECKLIST:** Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

\_\_\_\_\_ Responses to the Assessment Questionnaire. You are encouraged to apply online.

\_\_\_\_\_ Resumé (for PVAMC employees VA 5-4078). You are encouraged to submit this online.

\_\_\_\_\_ Declaration for Federal Employment (OF-306). This form is optional, but you are encouraged to submit this online.

\_\_\_\_\_ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are

faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS284061.)

\_\_\_\_\_ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page – means your documentation will not be processed.

\_\_\_\_\_ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. This can be submitted online.

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Applicants can verify accreditation at the following website:

<http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

\_\_\_\_\_ All current Federal employees should provide a copy of their current Performance Appraisal (must be within 15 months from the closing date of the announcement).

**Contact Information:**

HR Help Desk

Phone: (503)273-5236

Fax: (478)757-3144

Email: [portlandvajobs@va.gov](mailto:portlandvajobs@va.gov)

Or write:

Technology and Information Management  
Service

PLEASE DO NOT MAIL APPLICATIONS  
APPLY ONLINE OR FAX

Portland, OR 97239

Fax: (478)757-3144

**What To Expect Next:**

Please visit "My Application Package" in your account at [Application Manager](#) to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>